The CI/CO\* Program is a school-wide, check-in, check-out prevention program for students who are starting to engage in problem behavior. It is similar to behavior contracts *(that have been used in the past in our school)* but is more formalized and will support more students (up to \_\_\_ students at a time). The goal of the CI/CO\* Program is to catch students early who are acting out and provide them with more frequent feedback on their behavior to prevent future problem behavior. Below are answers to some frequently asked questions.

Which students would do well on the CI/CO\* Program?

Students who are starting to act out but ARE NOT currently engaging in dangerous (e.g., extreme aggression, property destruction) or severely disruptive behavior (e.g., extreme noncompliance/defiance) would be good candidates for the CI/CO\* Program. Students who have problem behavior across the day and in different settings are good candidates for the program versus students who have trouble only at recess or during math.

What are student expected to do on the CI/CO Program?

Students who have been identified for the CI/CO Program will check-in first thing in the morning with an adult assigned to do check-ins and check-outs. The adult will check to see if the student has all their materials as it is a frequent occurrence for many of these students to not have all their materials. If the student does not have pencil and/or paper, some will be given to him/her. The adult will then give the student the Daily Progress Report\* to take to their teacher(s). Each teacher will provide specific feedback to the student on the target behaviors on the Daily Progress Report\* paying particular attention to the appropriate behaviors demonstrated. At the end of the day the student checks-out with the adult by returning the Daily Progress Report and adding up their score. The adult makes a positive connection with the student while they are checking-out. The student takes a copy of the Daily Progress Report\* home for a parent to sign.

How do teachers participate in the CI/CO\* Program?

Teachers participate by providing both verbal and written feedback to students at pre-determined times (see Daily Progress Report\* for times). The feedback should be quick, positive, and help remind the student what he or she needs to work on if the goal was not met. A sample feedback statement is “you did a nice job completing your work so you receive a 2 for work completion, but I had to remind you to not touch Savannah so you got a 1 for keeping hands, feet, and objects to self.” (See Giving Feedback to CI/CO\* Students- Teachers for more information.)

Who will be responsible for checking students in and out?

\_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in charge of checking students in and out. If \_\_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_is absent, \_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_ will cover for her/him. \_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ also keeps track of the daily points earned and charts the progress for each student.

How do teachers make a referral?

A referral is made to the Targeted\* Team that meets weekly. In collaboration with the teacher, the team will determine whether the CI/CO\* Program is appropriate or whether another intervention would be more appropriate. (See CI/CO\* Referral Process for more information).

How do parents participate in the CI/CO\* Program?

Parents participate by providing verbal feedback to their child on the CI/CO\* program by reviewing the Daily Progress Report\* with their child. The feedback should be quick, positive, and help remind the child what he or she needs to work on if the goal was not met. A sample feedback statement is “Looks like you did a nice job today with following directions. Seems like that you had some difficulty with keeping your hands, feet, and objects to self. What will you do differently tomorrow?” (See Giving Feedback to CI/CO\* Students - Parents for more information.)

How long are students on the CI/CO\* Program?

At the end of every trimester the Targeted\* Team will look at each student’s data to determine if he or she is ready to be faded off the CI/CO\* Program. Since there are a limited number of students (up to \_\_) that can receive the intervention, it will be important to fade students off as they become more independent in managing their own behavior.

\*Note to Team: Change Items with \* to your school names.